

WICKHAM ST PAULS PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF WICKHAM ST PAULS PARISH COUNCIL
HELD ON TUESDAY 26th MAY 2020, AT 7.30pm.
(Due to the Coronavirus this was a virtual meeting and votes were taken and recorded by e-mail).

In the Chair: Cllr. D. Stokes
Present Cllrs. Cllr M. Cooper, Cllr. D. Sear, Cllr. B. Trew, Cllr. J. Barlow, Cllr. A. Johnstone
Clerk: Mrs D. Jacob

20/048 To elect the Chairman. Carries the current appoint of Chairman onto the Annual Meeting in May 2021.

20/049 To elect the Vice-Chairman. Carries the current appointment of Vice-Chairman onto the Annual Meeting in May 2021.

20/050 Declaration of Acceptance of Office.

All Councillors have signed declaration of acceptance of office.

20/051 Check Members Register of Interests.

Members to review their declaration of interests and update (return completed forms to the Clerk).

20/052 Consent form to receive the Council Summons and agenda electronically.

Confirmed all members have signed.

20/053 Bank Signatories.

Confirmed three signatories for the Parish Council Bank Accounts. Cllr Stokes, Cllr Cooper and Cllr Sear.

20/054 To review membership and agree renewal of the following bodies: -

EALC (Essex Association of Local Councils)	83.06
NALC (National Association of Local Councils)	18.14

Proposed by Cllr Stokes, seconded by Cllr Cooper, all in favour, resolution passed.

20/055 General Power of Competence.

To confirm and adopt the proposal that Wickham St Pauls Parish Council meets the requirements to become a Parish Council with 'General Power of Competence'.

Proposed by Cllr Stokes, seconded by Cllr Cooper, all in favour, resolution passed.

20/056 Review and confirm arrangements for Insurance Cover 2020/2021.

Confirmed that the insurance cover is in place until 31st May 2021.

Proposed by Cllr Stokes, seconded by Cllr Cooper, all in favour, resolution passed.

20/057 Personnel Committee.

Elected Personnel Committee and Personnel Committee Chairman.

(Cllr. D. Stokes, Cllr. M. Cooper and Cllr. B. Trew with Cllr. B. Trew as Chairman)

Proposed by Cllr Stokes, seconded by Cllr Cooper, all in favour, resolution passed.

20/058 Parish Clerk & Responsible Financial Officer.

Confirmation of the Clerk to act as Responsible Financial Officer to the Council, in accordance with contract of employment.

Proposed by Cllr Stokes, seconded by Cllr Cooper, all in favour, resolution passed.

20/059 Working Groups.

Play Area Working Group

Members – Derek Stokes, Angela Johnstone

Budget Working Group

Members – Derek Stokes, Martin Cooper, Bev Trew, David Sear

Proposed by Cllr Stokes, seconded by Cllr Cooper, all in favour, resolution passed.

Signed (Chairman).....

28th July 2020

20/060 To re-adopt Council Documents/Policies.

- A. Accessibility Statement
- B. Action Plan
- C. Code of Conduct
- D. Co-Option Policy
- E. Complaints Procedure
- F. Community Emergency Plan (Not published, copy sent to BDC)
- G. Community Engagement Policy
- H. Dignity at Work/Bullying and Harassment Policy
- I. Disciplinary Policy
- J. Equality and Diversity Policy
- K. Financial Regulations
- L. Firework Risk Assessment
- M. Freedom of Information Policy
- N. Grant Policy
- O. Grievance Policy
- P. Health & Safety Policy Statement
- Q. Privacy Statement
- R. Public Participation
- S. Standing Orders
- T. Strategic Risk Register
- U. Terms of Reference for Personnel Committee
- V. Training & Development Policy
- W. Training Record

Proposed by Cllr Stokes, seconded by Cllr Cooper, all in favour, resolution passed.

20/061 Annual Meeting Closed.